

APPLICANT CHECKLIST

YOUR APPLICATION WILL NOT BE DATED AS COMPLETE AND SENT TO AN EXAMINER FOR REVIEW UNTIL ALL REQUIRED DOCUMENTATION IS RECEIVED.

This checklist has been designed as an aid to facilitate applying for state certification. Depending on whether you apply for a new certificate, a duplicate, or a name change to an existing certificate, you will be required to complete the processes indicated and/or provide the required attachments to your application.

For New Certificate:

- ___ Submit certified check/money order with correct fee payable to “Commissioner of Education” (if payment mode is not credit card).
- ___ Verification of Program Completion, if applicable ([Click here to download](#)).
- ___ Copy of out-of-state certificates (if any).
- ___ Original letter on school district letterhead signed by an appropriate school district official, documenting your years fulltime teaching experience, if applicable. The letter should include your full or part-time status, specific teaching assignment and dates of employment.
- ___ Official college transcript(s) sent directly from your college with degree conferral and grade point average (GPA) listed on the transcript.
- ___ If your academic studies were completed in another country, submit a credentials evaluation from an approved evaluation service that includes degree equivalency, semester-hour equivalent of each are of college-level study, and the cumulative baccalaureate and advanced degree GPAs ([Click here to download the list of approved agencies](#)).
- ___ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement for United States citizens ([Click here to download](#)).
- ___ Signed and notarized Non-citizen Oath of Allegiance/Verification of Accuracy Statement and Affidavit of Intent to Become a Citizen for non-citizens ([Click here to download](#)).

Please be advised that that there is a test requirement for most instructional endorsements, for the Speech-language Specialist endorsement and for the Principal and School Administrator endorsements. No certificates can be issued without a passing score on the required test. Candidates must meet the score in effect at the time of application and determination of certificate eligibility. Scores

are subject to change without notice. It is the candidate's responsibility to review the testing information available on the NJDOE website at <http://www.nj.gov/njded/educators/license/1112.htm>.

Applicants should note that, although required, sitting for a PRAXIS II assessment and reporting of the resulting scores directly from ETS will not delay processing the submitted application for certification.

PRAXIS II Subject Assessment/Specialty Area test(s). Applicants for New Jersey licensure in subject teaching fields and elementary education must pass the appropriate PRAXIS II Subject Assessment/Specialty Area test(s). The tests are required for all applicants including those applicants who are certificated in other states. Undergraduates must take Praxis test(s) no earlier than the senior year. There is a test score service fee of \$20.00 per endorsement that requires a test. The test score service fee must be submitted with your Application for Licensure by money order or certified check payable to "Commissioner of Education". Do not submit this fee to Educational Testing Service with your test registration form.

- ___ Register for Praxis II: Subject Assessment/Specialty Area test(s). Test registration procedures, registration form and other information are available through the Praxis Web Site at www.ets.org/praxis or the School Leadership Series Web Site at www.ets.org/sls. Online registration is also available.

For a duplicate certificate:

- ___ Certified check/money order with correct fee payable to "Commissioner of Education" (if payment mode is not credit card).
- ___ Notarized statement of loss (Click here to download).
- ___ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement (Click hereto download).

For a name change on the certificate:

- ___ Certified check/money order with correct fee payable to "Commissioner of Education" (if payment mode is not credit card).
- ___ Signed and notarized Oath of Allegiance/Verification of Accuracy Statement (Click here to download).